

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
AUGUST 29, 2000

A special meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 29th day of August, 2000, at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:
John A. McKenry, III, Chairman
Marvin Miller
Jack Kintner
W. R. "Rick" Hughes
Richard Kunter

Also In Attendance Were:
Deborah D. McCoy and Kammy K. Tinney; Special District Management Services, Inc.

Richard A. Scheurer, Esq.; District counsel

Ed Daniels, Chief, John Findling, Jeff Reynolds, Nate Marshall, Sean Malone, Netti Calvi, Brenda Sebern, Department Administrator; Foothills Fire and Rescue

Barbara Bogaert; Support Auxiliary

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the minutes of the July 18, 2000 regular meeting. Following discussion, Director Hughes moved to approve the minutes as presented, Director Miller seconded the motion and, upon vote, the motion unanimously carried.

FINANCIAL MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending

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August 15, 2000, totaling \$173,395.09, for operations. Following review and discussion, Director Miller moved to approve payment of the claims through August 15, 2000, as presented, Director Hughes seconded the motion and, upon vote, the motion unanimously carried.

Financial Statements: The Board next reviewed the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, and accounts payable vouchers for the period ending July 31, 2000, a copy of which report is incorporated herein and made a part hereof by this reference. Following review, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the unaudited financial statements were accepted as presented.

2001 Budget: Following discussion, Director Kintner moved to appoint the District Manager as the budget officer to prepare the 2001 budget, Director Hughes seconded the motion and, upon vote, the motion unanimously passed. The Department budget will be prepared by Director Kunter, John Curtis, Brenda Sebern and other department members.

LEGAL MATTERS

Member Handbook, SOG's and Rules and Regulations: The Board reviewed the final Member Handbook. Following discussion, upon motion duly made by Director Kintner, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Member Handbook and directed that it be distributed to the Department members. Ms. Sebern is to coordinate the printing, distribution and return of the statements acknowledging receipt.

Status of Communication Authority: The Authority has been formed. Director Hughes has been appointed as Secretary of the board for the Authority. He reported that the Authority will be contracting with the Sheriff's Department for dispatch. At the meeting scheduled for August 30th the Authority will be meeting with the fire

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chief and maintenance experts to set the parameters of the service and to hire a maintenance contractor.

Operational Guidelines: The Chief noted that the latest version needs to be distributed to the Board and asked that the Board consider approval at the next meeting.

Mutual Aid Agreement with the City and County of Denver: A draft agreement has been received from Denver but has not yet been reviewed.

DEPARTMENT
ISSUES

Chief's Report: Chief Daniels provided a verbal report.

Status of purchase of new vehicles. The Interface Attack Vehicle (#530) was at the meeting for the Board to **admire**. The pump test passed. Most of the equipment is on board and the vehicle should be in service within the next seven days.

The Water Tender (#570) is in California for tilt-testing. It passed the pump test at sea level and will be delivered to Colorado this weekend and will undergo pump testing at altitude.

Administrative offices. The Chief reviewed the request to move the administrative offices to Idledale and convert the Lookout office to a day room, shower and sleeping quarters. Ms. Sebern is currently working out of the Lookout station and will provide her input regarding the office facilities at the next meeting.

Operations employee. The Chief reviewed the request for hiring a full-time, paid, operational employee. VanSchooneveld is preparing the financial analysis. The Board asked that documentation be provided regarding the day-time calls received and the department responders.

Cistern repairs. There was no update.

Other. The Board acknowledged the assistance of

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Pat Smith in selecting the Department Administrator and directed that a written thank-you be sent to him. It was noted that the hiring committee, Director Kintner, Director Miller, John Findling, Pat Smith and Ed Daniels were unanimous in their decision to hire Ms. Sebern.

Nate Marshall reported that the investigation of the Meadowlark fire has been closed. The insurance company is continuing to investigate and has ruled out arson. It may have been caused by a faulty pilot light or a gas leak.

Netti Calvi addressed the Board. She noted the water shortage in Idledale and asked that the Board consider the possibility of getting a stand-pipe in Bear Creek and at other locations in the Denver Mountain Parks to supply water to be used for emergency purposes only. The Board directed staff, Attorney Scheurer and Ms. Calvi to research the issues of access and water availability further and provide a report to the Board.

Fire Marshal's report. The Board reviewed Mr. Tomford's written report.

Department Administration: A copy of the letter of agreement employing Brenda Sebern was distributed to the Board for their review. Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board ratified the employment of Ms. Sebern, per the letter of agreement.

Ms. Sebern thanked the Board for giving her the opportunity to work for the Department.

Purchase orders: Wildland equipment. Following discussion, upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the Board approved the purchase requisition for wildland equipment in the amount of \$2,668.13

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Dell computer. Following discussion, upon motion duly made by Director Kintner, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the purchase requisition for a Dell computer in the amount of \$1,326.00

Long-Range Planning Committee: The committee has established a regular meeting date of the day prior to District Board meetings.

Support Auxiliary: Ms. Bogaert reported that the supplies have been organized at the Grapevine station and crates will be placed at each station to supply responders. There are currently 25 volunteers and written procedures are being drafted.

OTHER
BUSINESS

Evacuation Plan: Director Hughes inquired whether a plan is in place. The Wildfire Committee has looked at this in the past, any plan needs to be coordinated with the Sheriff's Department. This may be an area where the Support Auxiliary can be of assistance.

ADJOURNMENT:

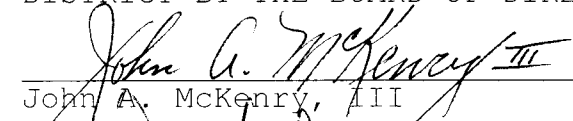
There being no further business to come before the Board at this time, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

Respectfully submitted,

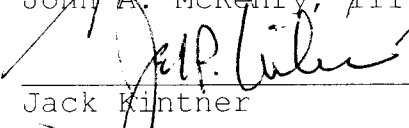
By *Kathleen Kintner*
Secretary for the Meeting

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THESE MINUTES APPROVED AS THE OFFICIAL AUGUST 29,
2000 MINUTES OF THE FOOTHILLS FIRE PROTECTION
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



John A. McKenry, III

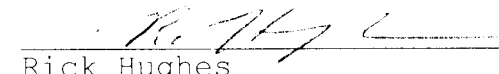


Jack Kintner



Marvin Miller

Richard Kunter



Rick Hughes